



EMPLOYMENT OPPORTUNITIES

CITY OF MINNEAPOLIS
City of Minneapolis Human Resources Department
250 South 4th Street, Room #100
Minneapolis, MN 55415
(612) 673-2282
<http://www.minneapolismn.gov/jobs>

Employment Opportunities as of Monday, August 15, 2016

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00307	Administrative Assistant Full-to Police Administration time		\$26.01 - \$32.91 hourly	08/04/16	08/18/16

Department:

Police Department

Position Description:

Responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. Enhance executive staff effectiveness by providing information, management support and performing confidential and administrative duties.

The hours of this position may vary depending upon the needs of the department. This position is a non-exempt and non-represented position.

2016-00329	Case Investigator - Criminal Division	Full-time	\$51,364.00 - \$70,603.00 annually	08/02/16	08/19/16
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Department:

ATTORNEY

Position Description:

There is currently one (1) exempt vacancy to be filled in the Criminal Division of the City Attorney's Office.

PRIMARY RESPONSIBILITIES:

Investigate Criminal cases to facilitate prosecution of such cases. Confer with law enforcement officials, defendants, witnesses, and others. Prepare reports and other documents.

Salary Range: \$51,364 - \$70,603 Annually

2016-00306	Executive Assistant to the Police Chief	Full-time	\$28.27 - \$35.77 hourly	08/04/16	08/18/16
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Department:

Police Department

Position Description:

The Executive Assistant to the Police Chief will provide executive support in a one-on-one working relationship with the Police Chief and serve as the primary point of contact for internal and external constituencies on all matters pertaining to the Police Chief.

The hours of this position may vary depending upon the needs of the department. This is an exempt and non-represented position.

2016-00328	Family Support Specialist II	Full-time	\$52,580.00 - \$72,768.00 annually	08/01/16	08/21/16
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Department:

CPED

Position Description:

Responsible for planning, design, implementation and management of the Department of Labor (DOL) Pathways to Justice Careers (PJC) project.

This project is designed to provide career exposure, case management, mentoring and work experience to 125 high school age juniors and seniors in justice and emergency services careers.

This is a 24-month grant-funded position that is benefit eligible.

2016-00274	Manager, Finance	Full-time	\$75,266.00 - \$96,427.00 annually	08/04/16	08/19/16
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Department:

Finance & Property Services

Position Description:

Manage a team that provides accounting and financial reporting, budget, cost allocation and financial planning services to the Internal Service Fund (Engineering Lab, Property Services, Central Stores/Traffic Stores, IT, Fleet Services, and Self-Insurance Fund) customer departments along with the related General Fund (City Attorney, Human Resources, and City Clerk/City Council/Elections) departments; serve as a liaison between Finance and the assigned customer departments; provide leadership to and oversee the City's Financial Management System activity related to these customer departments and cost allocation processes.

Salary Range: \$75,266 - \$96,427 annually.

*Ideal candidate is anticipated to be offered with a starting salary between \$75,266 - \$88,717

2016-00332	Manager, Finance - Internal Controls and Financial Risk Manager	Full-time	\$75,266.00 - \$96,427.00 annually	08/05/16	08/26/16
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Department:

Finance & Property Services

Position Description:

Manage and provide leadership to a team that is responsible for the oversight of the City's internal control and financial risk management of the City's business processes including assessment and monitoring; grant accounting, reporting and sub-recipient monitoring processes; inventory management and controls; bank reconciliation for cash management and credit card processing and controls; the City's employee reimbursement process and related policies and procedures; and the reconciliation of the various modules and account balances within the City's financial management system and general ledger.

Salary Range: \$75,266 - \$96,427 annually

2016-00119	Police Cadet	Full-time	\$20.02 - \$20.02 hourly	08/01/16	08/19/16
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Department:

Police Department

Position Description:

Attends and successfully completes a program in law enforcement with a department authorized institution for the purpose of meeting the academic and technical skills requirements of the Minnesota Peace Officer Standards and Training (P.O.S.T.) Board.

- Cadets hired will be promoted to Police Officer upon successful completion of the P.O.S.T. Board academic, skills requirements, completion of academy and successfully meet the academy fitness standards. Current salary range for Police Officer begins at \$56,097 per year, with the final step at \$71,593 per year.
- Cadets hired must commit to three years of employment with the Minneapolis Police Department following their promotion to Police Officer or pay back, on a pro-rated basis, the costs of the tuition

paid by the department for the academic training and/or the skills course.

- Failure to successfully complete the Minnesota P.O.S.T. Board licensing exam and meet the academy fitness standards at the end of academy may result in termination.

Supplemental documents will not be accepted by email, fax or in person. All documents must be uploaded and submitted with your on-line application.

This exam is being offered to establish a list to fill vacancies as they may occur.

INFORMATION SESSION (optional):

The Minneapolis Police Department has prepared a detailed information session which you are highly encouraged to attend. Attendance is optional for all applicants or potential applicants. Registration is NOT required. Each session will last up to 1.5 hours. We will highlight and discuss the following:

- Application process and educational requirements
- Fitness Exam details
- Background Investigation information
- Oral Exam expectations
- Medical, psychological, and drug & alcohol testing
- Cadet Academy and Education Program

Dates:

- Tuesday, July 26, 2016 - 6pm
- Tuesday, August 16, 2016 - 6pm

Location:

Emergency Operation Training Facility (EOTF)
25 37th Ave NE, Fridley, MN 55421

Promotional Opportunities					
Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00331	Account Maintenance Representative	Full-time	\$16.90 - \$22.81 hourly	08/05/16	08/19/16

Department:

Finance & Property Services

Position Description:

This position is restricted to current City of Minneapolis employees. Process the daily work orders management routine in all four services, water, sewer, solid waste and storm-water to update system wide work orders previously created so that the information on the customers' account can be accurately updated, including information such as meter equipment, bill payer information, mailing information, storm-water and solid waste billing information, etc.

Salary Range: \$16.90 - \$22.81 hourly

2016-00330	Accountant I	Full-time	\$24.01 - \$33.04 hourly	08/15/16	08/29/16
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Department:

Finance & Property Services

Position Description:

This opening is restricted to current City of Minneapolis employees. Perform professional level accounting work in assisting in fulfilling Accounting and Financial reporting responsibilities for the City of

Minneapolis.

Salary Range: \$24.01 - \$33.04

2016-00305	District Lead - Animal Care and Control	Full-time	\$21.75 - \$30.84 hourly	08/08/16 08/17/16
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Department:

REGULATORY SERVICES

Position Description:

Coordinate, plan, lead, and ensure efficient, cost effective and customer focused animal control in the assigned area.

2016-00333	School Based Clinic Health Education Manager	Full-time	\$69,212.00 - \$88,294.00 annually	08/10/16 08/19/16
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Department:

MINNEAPOLIS HEALTH DEPARTMENT

Position Description:

This position is restricted to current employees within the Minneapolis Health Department. The Health Program Manager/Health Education provides vision, leadership and program management for health education and student engagement services within the School Based Clinic program. This position provides supervision for all the SBC Health Education staff as well as on-site supervision for interns and other assigned persons. Key responsibilities include: planning and implementation of youth engagement and outreach and health education services; accountability for assuring best practices; evaluation; grant reporting; and, seeking funds and other resources to support the work. This position facilitates youth leadership and peer education activities including the citywide Teen Health Empowerment Council (aka THE Council) and other teen peer education groups. Also provides clinic outreach and health education sessions to participating teens on pregnancy and sexually transmitted infection prevention. This position serves as the liaison for the SBCs with other department Adolescent Health & Youth Development initiatives.

Reporting Relationships

This position reports to the Manager of School Health Services and works in coordination with School Based Clinic staff members across all seven clinic locations.

Salary Range: \$69,212 - \$88,294

2016-00203	Senior Inspector Building Trades	Full-time	\$37.83 - \$40.16 hourly	07/28/16 Continuous
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Department:

CPED

Position Description:

****This position is restricted to current City of Minneapolis Community Planning and Economic Development employees of the Construction Code Services division****

- To enforce the Minnesota State Building Code and City of Minneapolis Ordinances in building, plumbing, electrical or mechanical systems of new and existing structures as defined in your specialty. Conduct field inspections (site visits) of permitted new, remodeled, altered or repaired building, plumbing gas piping, mechanical or electrical systems within your specific license to ensure compliance with established State and local codes and standards thereby ensuring public health, safety, welfare and accessibility in the built environment.
- To provide a cost effective, efficient required final inspections on building, plumbing, and mechanical systems in one- and two-family dwellings and appendage structures as defined by the Minnesota State Building Code Rules Chapter 1300.

***Employees in Senior Building Inspector - Plumbing and Senior Building Inspector - Pipe Trades are members of Plumbers Local #15 or Pipefitters Local #539 and receive a supplemental pension contribution to the Twin Cities Pipe Trades Pension Trust in the amount of \$2.33 for each straight-**

time hour paid, to a maximum of 2080 hours per year. The supplemental pension fund contribution is in addition to the hourly wage shown above.